

**RULES OF PROCEDURE
FOR THE
ARIZONA JUVENILE JUSTICE COMMISSION**

ARTICLE I: Name, Purpose, and Responsibilities

Section 1: Name and authority

- (A) The name of the Advisory Group is the “Arizona Juvenile Justice Commission” (hereinafter referred to as “the Commission”).
- (B) The Commission was created by executive order and is in compliance with Section 223 of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, et. seq. as amended. Accordingly, the Commission serves as the State Advisory Group.
- (C) The Commission is designated to serve as the state Juvenile Crime Enforcement Coalition (State Advisory Board) as required by the Juvenile Accountability Block Grant program.

Section 2: Purpose

The purpose of the Commission is to create conditions in Arizona’s communities that promote juvenile justice and the positive development of youth, to reduce youth-related problems, to advocate for youth involvement in both the planning and implementation of projects, and to increase collaboration among sectors in the community to address youth problems.

Section 3: Responsibilities

The responsibilities of the Commission include:

- (A) Advise the Governor, the Legislature and the Governor’s Division for Children on the implementation of the JJDP Act and on matters relating to the improvement of the juvenile justice system and its services to youth.
- (B) Advocate for full implementation of the JJDP Act or with any subsequent federal law or Act that may set forth requirements for the funding of juvenile justice and delinquency prevention programs in the State.
- (C) Work jointly with the Governor’s Division for Children to:
 - i. Develop policy to improve the quality of juvenile justice.

- ii. Review, comment and make recommendations to the Governor for programs to be funded with federal juvenile justice funds.
- (D) Advise the Governor's Division for Children regarding the administration of the state-level Juvenile Accountability Block Grant funds.
- (E) Provide technical assistance directly through its membership, staff or through contracted services, as well as increase public awareness of the complex issues facing at-risk youth in Arizona.
- (F) Involve youth in both the planning and implementation of projects and increase collaboration among private and public organizations and agencies that serve youth. (See Sec. 223 (a) (3) of the JJDP Act for further information.)

ARTICLE II: Membership

Section 1: Composition

- (A) The Commission shall consist of not fewer than 15 and not more than 33 members appointed at the pleasure of the Governor. At least 20% (1/5th) of members must be appointed before the age of 24, and at least three members must be or currently are under the jurisdiction of the juvenile justice system. Members shall be selected as required in the JJDP Act or in any federal law subsequent to the aforementioned JJDP Act.
- (B) As specified by the JJDP Act, the Commission shall include representatives of private and public organizations concerned with juvenile offenders and non-offenders as well as with the quality of the juvenile justice system. Also included shall be locally elected officials and representatives of agencies and organizations concerned with providing social services and education to youth and their families.
- (C) As required by the Juvenile Accountability Block Grant, the Commission shall include representatives of law enforcement and social service agencies involved in juvenile crime prevention. Unless impracticable, membership should include individuals representing the following specified categories: police, sheriff, prosecutor, probation services, juvenile court, schools, business, and religious affiliated, fraternal, nonprofit, or social service organizations involved in crime prevention.

Section 2: Officers

- (A) The Governor shall appoint a Chair and Vice Chair. The manner of selection and term of office shall be at the discretion of the Governor. The Chair shall not be a full-time employee of the Federal, State, or local government.

- (B) The Vice Chair shall serve as first Chair Designee in the absence of the Chair.

Section 3: Conflict of interest

- (A) Commission members are bound by the requirements of the state's conflict of interest statutes (A.R.S. 38-501). This law prohibits members of a public body from voting or otherwise participating in matters where either the member or a relative has a monetary or proprietary interest.

ARTICLE III: Meetings

Section 1: Regularly scheduled meetings

- (A) The Commission shall meet at least once each calendar quarter at a scheduled time and place.
- (B) Meetings of the Commission and committees shall be conducted in accordance with the State Open Meeting Laws (A.R.S. 38-431) and Robert's Rules of Order, newly Revised.
- (C) Staff shall give written notice to all members at least one week prior to the meeting date for Commission meetings and 24 hours notice for committee meetings.

Section 2: Special meetings

- (A) Special meetings with a specific agenda may be called by the Chair or by the request of two Commission members with at least 72 hours written notice to the Governor's Division for Children.
- (B) The Chair shall submit a report of the action taken at the next regular Commission meetings.
- (C) In accordance with the State Open Meeting Law, Section 7.5.2: Circumvention of Open Meeting Law, discussions and deliberations between less than a majority of the Commission, when used to circumvent the purposes of the Open Meeting Law, are a violation of the law. Splintering the quorum to discuss a topic that is or may be presented to the public body for a decision is not permissible.

Section 3: Quorum

A quorum of the full Commission shall consist of a majority of the appointed members (half of the membership plus one).

Section 4: Absences

- (A) A member who cannot attend a regular Commission meeting shall notify a staff member of the Governor's Division for Children.

Section 5: Participation in Meetings

- (A) Commission members unable to attend a meeting may present written communications that will be distributed or read to Commission members by the Chair.
- (B) Participation in meetings in which Commission members are not physically present may be permitted through the use of electronic devices, such as telephone conference calls, if available.
- (C) Majority vote rules. Voting shall be in person or by electronic device, such as a telephone. No proxy votes will be allowed.

Section 6: Staffing of Meetings

Staff from the Governor's Division for Children shall be present at all Commission meetings and shall keep minutes of such meetings. The minutes shall be public record and open to public inspection.

ARTICLE IV: Committees

- (A) The Commission shall have five Standing Committees that shall include: Executive, Planning and Grants, Compliance/Legislative, Disproportionate Minority Contact and a Youth Committee. In addition, the Chair has the authority to appoint ad hoc committees.
- (B) The Chair of the Commission shall appoint the Chairs and Co-Chairs of these committees.
- (C) A Committee shall be made up of a minimum of three Commission Members. It is recommended that every Commission member serve on at least one committee. The Chair of the Commission appoints Commission members and non-Commission members to these committees.
- (D) Staff from the Governor's Division for Children shall assist in the coordination of committee work.
- (E) The Chair of each Committee is responsible for helping develop and approve Committee agendas at least one week prior to scheduled Committee meetings.

- (F) Reports of the committees' activities shall be submitted at regularly scheduled Commission meetings.
- (G) The membership of Committees may consist of Commission members and community representatives with interest and/or expertise in issues related to the juvenile justice system. Decisions regarding non-Commissioner participation will be made by the Executive Committee and the Governor's Office for Children, Youth and Families.

Section 1: Executive Committee

- (A) The Executive Committee shall be made up of the Chairs from the other standing committees and the Chair of the Commission. The Chair of the Commission may designate Chairs of Ad-Hoc Committees as invited members of the Executive Committee.
- (B) The Committee shall meet in the event of an emergency requiring immediate action and at the discretion of the Chair during months when the Commission is not meeting as a whole.
- (C) The Committee does not have the power to bind the full Commission without the vote of the entire Commission.
- (D) The Committee shall work to enhance Commissioner participation through increased training opportunities, recruitment, mentorship, and teleconferencing capabilities.
- (E) The Committee shall help determine the inclusion of non-Commission community members as participants on Commission committees.
- (F) The Committee shall develop Commission member and Committee chair expectations.
- (G) The Committee shall actively participate in the development and maintenance of the Rules of Procedure for the Commission.

Section 2: Planning and Grants Committee

- (A) The Planning and Grants Committee shall:
 - i. Actively participate in the development of the required Annual State Plan and required State Plan Update Reports for the Office of Juvenile Justice and Delinquency Prevention.

- ii. Submit recommendations for funding prescribed by the JJDP Act or additionally assigned funds to the full Commission for review, comment, and approval.
- (B) Local input regarding which projects to fund may be sought from the local units of government, Councils of Government and Native American communities.
- (C) Grants shall be reviewed in light of the quality of the projects and their compatibility with the JJDP Act, Commission priorities and needs in the region.
- (D) The Commission may fund the Title II, Title V and Challenge grant programs on a three year diminishing basis; 75% for the second year of funding, 50% for the third year.
- (E) The Committee shall actively participate in the development of the required Coordinated Enforcement Plan and annual update of the Juvenile Accountability Block Grant (JABG) State Plan. Recommendations for additions and amendments to the JABG State Plan shall be presented to the full Commission for review and approval.
- (F) The Committee shall oversee the disbursement of State Retained/Interest funds of the Juvenile Accountability Block Grant (JABG).

Section 3: Compliance/Legislative Committee

- (A) The Compliance Committee shall assist staff in identifying ways Commissioners can be involved in addressing current compliance issues.
- (B) The Compliance Committee shall assist staff in monitoring and reviewing the annual Arizona Compliance Monitoring Report with the mandates of the JJDP Act.
- (C) The Legislative Committee shall review pending legislation, identify needed legislative changes regarding juvenile justice, make recommendations and report to the full Commission, and participate in the legislative process through the established communication process.
- (D) Participation in the legislative process requires the endorsement of the Commission or when circumstances necessitate, the Executive Committee and the Governor's Office for Children, Youth and Families.
- (E) The Commission shall comply with all lobbyist registration and reporting requirements as prescribed by law.

Section 4: Disproportionate Minority Contact Committee

- (A) The committee shall advise the Commission on issues related to the equitable treatment of minority youth.

Section 5: Youth Committee

- (A) The Youth Committee shall consist of an appropriate representation of youth members and shall meet to discuss issues of concern to youth and to develop and implement action items created by the youth members.
- (B) A non-youth member of the Commission, designated by the Chair of the Commission, shall serve as mentor to the youth members.

Section 6: Ad Hoc Committees

The Chair may appoint ad hoc committees for a designated task as the need arises.

ARTICLE V: Travel

- (A) The Chair shall advise the Commission on an on-going basis as to what conferences are scheduled and select Commission representatives to attend. Both the Chair and the Governor's Division for Children shall make final decisions on paid conference attendance.
- (B) After attendance, it is expected that a written or verbal report on the conference will be presented at the next meeting of the Commission.
- (C) Commission members shall be reimbursed for expenses related to travel in accordance with State law allowances for mileage, lodging and per diem.

ARTICLE VI: Staff

- (A) The Governor's Division for Children shall serve as administrative agent for the Commission.
- (B) The staff of the Governor's Division for Children shall carry out the Commission's policies related to the JJDP State Plan.
- (C) The staff of the Governor's Division for Children shall render such professional, administrative, and clerical assistance to the Commission as shall be necessary to execute its duties and responsibilities.

ARTICLE VII: Amendment of Bylaws

These bylaws may be amended or revised at any regular or special meeting by a majority vote of the quorum of Commission membership provided that any proposed amendment or revision shall have been distributed to the Commission members at least 7 days prior to the meeting.